

About Department of Children's Services (DCS)

The Tennessee Department of Children's Services (DCS) is the state's public child welfare agency, overseeing child protective services, permanency and juvenile justice. DCS protects children who are victims of abuse or neglect and strengthens families through services that focus on family support and preservation. DCS staff responds to over 37,000 reports of child abuse and neglect a year. DCS employees 4000+ staff deployed across Tennessee.

Job Description

The Legal Assistant reports to the General Counsel or his designee. The Legal Assistant is responsible for completion of tasks as assigned by the General Counsel and Deputy General Counsel.

RESPONSIBILITIES

- Under the supervision of an attorney, the legal assistant will interact with outside entities and internal DCS staff to schedule matters, prepare cases for hearing, and gather necessary documentation for litigation.
- The legal assistant will assist attorneys in coordination of litigation being handled by the Attorney General's Office, including assisting with gathering documents and information needed to respond to discovery.
- The legal assistant will manage database of approved users of online research subscription services and compare to invoices to ensure appropriate payment.
- The legal assistant is responsible for coordinating continuing legal education and other trainings.
- The legal assistant maintains a database of pending public records requests.
- The legal assistant tracks employee grievance administrative cases, including scheduling and preparing draft pleadings, under the supervision of an attorney.
- The legal assistant will conduct legal research at the request of and in consultation with an attorney.
- The legal assistant will handle miscellaneous projects at the direction of the General Counsel and Deputy General Counsel.

Requirements

- Graduation from an accredited college, university, or professional school with one of the following: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant studies; (3) a Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school
- OR
- Graduation from a standard high school and two years of full-time experience in researching legal issues and documenting findings to assist in building case files, settling legal disputes, and/or providing legal counsel to clients.
 - Excellent critical thinking skills.
 - Excellent verbal and written communication skills.
 - Personal qualities that include integrity, commitment to DCS mission, respect for diversity and the ability to inspire and motivate.
 - Ability to work in a fast paced, multi-tasking environment and successfully navigate ambiguity while executing to deadlines.
 - Must be Microsoft office proficient, i.e. Word, PowerPoint and Excel etc.

PLEASE SEND RESUME TO:

shirley.reed@tn.gov

by August 12, 2016